REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

TO: National Archives and Records Administration (NIR)
8601 Adelphi Road, College Park, MD 20740-6001

1. FROM (Agency or establishment)
U.S. Army

2. MAJOR SUBDIVISION
U.S. Total Army Personnel Command

3. MINOR SUBDIVISION
Records Management Program Division

4. NAME OF PERSON WITH WHOM TO CONFER
Eve G. Roberts

5. TELEPHONE
703-806-4389

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

- is not required;
- is attached; or
- has been requested.

DATE
5 Nov 97

SIGNATURE OF AGENCY REPRESENTATIVE
HOWARD N. GREENHALGH

TITLE
Chief, Records Management Program Division

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

OFFICE TEMPORARY DUTY TRAVEL FILES

1 FN: 1hh
TITLE: Office Temporary Duty Travel
PRIVACY ACT: AO037-1076bSAFM
DESCRIPTION: Requests and authorizations for office personnel for temporary duty (TDY) and related documents.
DISPOSITION: Destroy after 1 year.

ADD: FOR CHIEF, ARMY RESERVE: Destroy 1 year after transfer or separation of the Chief, Army Reserve.

9. GRS OR SUPERSEDED JOB CITATION
NN-166-204

10. ACTION TAKEN (NARA USE ONLY)